

MINUTES
HUMAN SERVICES COUNCIL MEETING

Kane County Southwest Center
445 North Main, Kanab

Tuesday January 11th, 2011 at 10:00 a.m.

MEMBERS IN ATTENDANCE:

Commissioner Mark Whitney
Ms. Barbara Robinson
Ms. Cary Faye

Commissioner Leland Pollock
Mr. Arthur Cooper
Ms. Deon Alvey

Commissioner Dale Johnson
Ms. Marsha Perkins
Ms. Minnie Pittman

Commissioner Jim Matsen
Mr. Wallace Gibson

Commissioner James Eardley
Dr. Kent Heideman

OTHERS IN ATTENDANCE:

Ms. Sherri Dial
Ms. Jane Lewis
Ms. Brenda McKee

EXCUSED:

Mr. Craig Hansen

ABSENT:

Ms. Stephanie Hagberg

REPRESENTING:

Beaver Co. Commissioner
Beaver Community Rep. (via teleconference)
Beaver Co. Low Income Rep. (via teleconference)

Garfield Co. Commissioner
Garfield Co. Community Rep.
Garfield Co. Low Income Rep.

Iron County Commissioner
Iron County Community Rep.
Iron County Low Income Rep.

Kane Co. Commissioner
Kane Co. Community Rep.

Washington Co. Commissioner
Washington Co. Community Rep.

Five County Association of Governments
Five County Association of Governments
Five County Association of Governments

Kane County Low Income Rep.

Washington Co. Low Income Rep.

The Human Services Council Meeting was held at Kane County Southwest Center, 445 North Main, Kanab, on Tuesday, January 11th, 2011 at 10:00 a.m.

I. WELCOME AND INTRODUCTIONS

Dr. Kent Heideman welcomed all in attendance and declared a quorum is present. Ms. Cary Faye and Ms. Barbara Robinson joined the meeting on the telephone. Dr. Heideman announced that the Human Service Council now has four new Commissioners. Dr. Heideman asked all council members to introduce themselves and for the new Commissioners to give a brief introduction about themselves. Commissioner Jim Matsen with Kane County is representing Commissioner Dirk Clayson. Commissioner Dale Brinkerhoff is representing Iron County. Commissioner Mark Whitney is representing Beaver County and Commissioner Leland Pollock is representing Garfield County.

II. APPROVAL OF MINUTES – NOVEMBER 9th, 2010

A MOTION WAS MADE BY MS. MINNIE PITTMAN TO APPROVE THE NOVEMBER 9th, 2010 MINUTES, SECONDED BY MR. ART COOPER. MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF MEETING AGENDA

A MOTION WAS MADE BY MR. ART COOPER TO APPROVE THE JANUARY 11th AGENDA, SECONDED BY MR. WALLY GIBSON. MOTION CARRIED UNANIMOUSLY.

IV. INTRODUCTION TO HUMAN SERVICE COUNCIL

- HISTORY
- MISSION STATEMENT
- BY-LAWS
- ETHICS STATEMENT
- GRIEVANCE PROCEDURE

All board members received a binder of information to view throughout the discussion. Ms. Jane Lewis presented a power point presentation about the history of the Human Service Council and Community Action Program. Ms. Lewis explained the main goal of Community Action is to eradicate poverty in America and utilize local, state, private and federal resources by obtaining knowledge to best assist low income individuals to become self-sufficient. Ms. Lewis informed of the unique characteristics of Community Action which are Governance, Maximum Feasible Participation, Leveraging Other Resources, Innovative Solutions, Low Administrative Costs, Emergency Responses, Comprehensive Solutions, and Reaching Millions. Ms Sherri Dial explained that in order to receive funding Community Action is required to have a Tripartite Board which consists of three significant groups in the community: the low income sector, the public sector, and the private sector. The Human Services Council has representation from all three areas to facilitate allocation of funds to community partners.

Ms. Dial explained that Five County Community Action has several funding sources. The funding sources the Five County Community Action Partnership receives consists of the Community Services Block Grant (CSBG), Social Services Block Grant (SSBG), Emergency Food & Shelter (EFSP), Emergency Food Network (EFN), The Emergency

Food Assistance Program (TEFAP), Pamela Atkins Homeless Trust Fund, Volunteer Income Tax Assistance (VITA), and Utah Saves. Ms. Dial shared that the Five County Community Action Partnership receives a small amount of administration money. The administration costs received is usually 7% to 10% of the funding. Ms. Dial stated there are 9 different Community Action agencies in the state of Utah and Five County uses the lowest amount of administration money. The majority of funding Five County receives is distributed to community partners to provide as many services for low income individuals as possible. There were over 27,000 volunteer hours reported for Community Action services in 2010. Ms. Dial stated there is a tremendous amount of volunteerism in the five county area. Ms. Dial also stated that there are a lot of people asking for help who have never needed assistance in the past. Ms. Lewis informed the council that 75% below the poverty level is the average level of consumers of services in the five county area. An average household of 3 only makes an income of \$13,732.50.

Ms. Dial gave information about the sub-contracted providers Five County is currently working with. The Sub-Contractors include Washington, Iron, Beaver, Garfield, and Kane Council on Aging (COA), Dixie Care & Share, Iron County Care & Share, Beaver Food Network, Garfield County Care & Share, Kane County Care & Share, Iron Adult Education, Southwest High School, Millcreek High School, New Frontiers for Families, Utah Center for Rural Health, TURN Community Services, Canyon Creek Women's Crisis Center, DOVE Center, Division of Child and Family Services, Family Support Center of Washington County, and Family Support Center of Southwest Utah.

Ms. Dial read the Five County Mission Statement which is to "Plan, Prepare and Partner to Assist Individuals, Families, and Community Groups in Becoming More Self-Sufficient." Ms. Dial explained that Community Action is always working toward how to help individuals become self-sufficient and no longer need services. Ms. Dial stated the purpose of Community Action Planning Efforts is to coordinate comprehensive ideas of bringing services together. Every year the Five County Community Action requirements include writing a one year plan in order to receive funding. Every third year there is also a three year plan report that is required to be written. Ms. Dial asked everyone to review the 2010 summary report in the binder.

Ms. Dial discussed the six national performance indicators which are used to measure the funding outcomes and asked the council to review them. Ms. Dial explained the performance indicators are called National Performance Indicators and measured through a process called Results Oriented Management and Accountability (ROMA). The goals are (1) Low-income people become more self-sufficient, (2) The conditions in which low-income people lives are improved, (3) Low-income people own a stake in their community, (4) Partnerships among supporters and providers of services to low-income people are achieved, (5) Agencies increase their capacity to achieve results, (6) Low-income people especially vulnerable populations, achieve their potential be strengthening family and other supportive systems.

Ms. Dial updated the council members regarding the FACSPRO database. Ms. Dial announced the database has been working very well in populating reports. The FACSPRO database is secure and through the internet which requires a password for everyone that uses it. The database is a way to collect the information that is required to report to the State and Federal Government.

Ms. Dial talked about Public Forums which are held every year to generate feedback on the needs in each community throughout the five counties. Ms. Dial explained each year

the Human Services Council prioritizes a needs assessment list of items that are discussed at the Public Forums. Ms. Dial asked the council to review in the binder of the 2009 priority needs which the council voted upon. Ms. Dial will hand out the 2010 priority needs assessment at the next meeting.

Ms. Dial announced that the Utah Food Bank is now in St. George and will help a great deal in providing more food to all of the food pantries including Moapa Valley. The Food Bank will also save on traveling costs. The Food Bank will also do a grocery recovery program which involves going to grocery stores and picking up perishable foods. Ms. Dial announced the Utah Food Bank does not yet know how much Walmart money they will receive.

Ms. Lewis explained another funding source that leverages the core funding is the Emergency Food and Shelter Board (EFSP). The EFSP board is required to replicate the National Council and Boards which consist of the Salvation Army, United Way, National Churches of Christ, Jewish Federation, Catholic and Charity, American Red Cross and the FEMA local elected person. Ms. Lewis explained the focus with the Community Action is collaboration with community partners. Ms. Lewis explained that there are several programs that we facilitate collaboration including the transient bishop, LDS services, food pantries, State agencies, Crisis Centers, school districts, etc. The Local Homeless Coordinating Committee gets together every other month to collaborate with all agencies and programs available. The Homeless Committee discusses homelessness specifically and what services are needed. They are working on the Federal initiative to end Chronic and Veterans homelessness in the State of Utah by 2014.

Dr. Heideman asked all members to look at the revised by-laws. Ms. Dial explained the changes to the by-laws that have been made. Ms. Dial announced she changed the Human Services wording to Community Action for the reason that Human Services is a broad definition of services which consist of DWS, Weatherization, HEAT, etc. and includes all different types of services. Ms. Dial wanted to specify that the Human Services Council works with Community Action programs. Dr. Heideman commented that the definition of Community Action is divided into three parts which are to (1) reduce poverty, (2) revitalize low-income communities, and (3) empower low-income individuals and families to become more self-sufficient. Dr. Heideman welcomed a motion to adopt the revised by-laws.

A MOTION WAS MADE BY COMMISSIONER EARDLEY TO ADOPT THE BY-LAWS AS REVISED, SECONDED BY MS. MARSHA PERKINS. MOTION CARRIED UNANIMOUSLY.

Ms. Dial informed all the council members the purpose of the Conflict of Interest Declaration. Ms. Dial asked all members to sign a Conflict of Interest that have not yet already signed one from the last meeting. Ms. Dial explained the grievance procedure which is the process and procedures if an individual were to give a formal complaint.

V. CHAIR AND VICE-CHAIR ELECTION

Dr. Heideman welcomed nominations to elect for chair and vice-chair positions.

MS. MARSHA PERKINS NOMINATED DR. KENT HEIDEMAN TO RETAIN SERVICES AS CHAIR POSITION BY ACCLAMATION; MR. ART COOPER SECONDED THE NOMINATION. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY MS BARBARA ROBINSON TO RETAIN MS. MARSHA PERKINS AS VICE CHAIR POSITION BY ACCLAMATION, SECONDED BY MS. MINNIE PITTMAN. MOTION CARRIED UNANIMOUSLY.

VI. CSBG 2010 YEAR END REPORT

Dr. Heideman turned the time over to Ms. Lewis to provide information on the 2010 year end report. Ms. Lewis explained how the FACS Pro database records the number of participants enrolled in each program, the number of services provided and also the services which achieved an outcome. Ms. Lewis explained each year upon applying for funds all the services recorded throughout the year need to be provided as well as the anticipated number of individuals served in the future. One of the highlights recorded in FACS Pro is the number of agencies in which individuals are referred. The Five County Community Action collaborated with a minimum of 32 different agencies this last year. Collaborating with the different agencies is the key to achieving the outcomes. Three of the agency management goals were continued training with the FACS Pro database system, increasing the facilitation and collaboration with the community agencies, and increasing Support Services Case Management. Case Management is important because it guides, facilitates and teaches individuals how to achieve goals.

VII. OTHER

Commissioner Eardley asked if there is a return ratio with the federal government for every dollar the Five Counties put in how much is received back.

Ms. Minnie Pittman suggested sending the 2010 report to all of the CSBG providers.

Dr. Heideman commented that he would like 10 minutes in each meeting to educate and focus more on specific items such as sources of funding and where the funding comes from. Dr. Heideman stated that he would like to see a diagram starting with the Federal Government that shows how the funding trickles down to the Five County Community Action Programs.

Ms. Dial updated the council on the Volunteer Income Tax Assistance (VITA) program. There are several sites which will be filing taxes throughout the five county area. This program provides free income tax assistance to low income families. Ms. Dial explained that last year there were 1900 tax returns filed which brought 3 million dollars back in tax returns.

Ms. Dial informed the council members of Democracy Day which will be on January 31st. It will be held at the capitol in Salt Lake if anyone would like to participate,

VIII. NEXT MEETING

The next Human Service Council meeting will be held March 8th, 2011 at the Garfield County Southwest Center, 609 North Main Street #6, Panguitch, at 10:00 a.m.

IX. ADJOURN

Dr. Heidiman motioned to adjourn the meeting.